

3.3 WHS Local Training Plan (LTP)

3.3.1 Aims and Objectives

To prescribe the responsibilities and actions required to analyse training needs of management and workers and for the development of Local WHS Training Plan to meet the requirements as per the [Procedure: Work health and safety Training](#) and the [National Self Insurer WHS Audit Tool \(NAT CTH\)](#) as well as other relevant legislation and WHSMS Handbook requirements.

3.3.1.1 Objectives

To ensure each relevant local area establishes a WHS Local Training Plan which

- Takes into consideration and is in accordance with the University WHS Training Matrix;
- Lists detailed positions within the local area, their corresponding mandatory training and their retraining frequency;
- Lists Inductions, University WHSMS Training, Compliance Training and Work Safety Proficiency Training, Licensing requirements;
- Helps to identify any need for health monitoring;
- Also records induction/training/licence/certification of contractors that are engaged by local areas; and
- Is monitored and reviewed by Directors of local areas

3.3.1.2 Scope and Inclusion

This Chapter applies to all Schools, Colleges and Service Divisions of the Australian National University (ANU).

This Chapter applies to all workers of the ANU, including locally engaged contractors, as well as Higher Degree by Research (HDR) students.

Note: Although the Local WHS Training Plan is not designed for recording health monitoring but it can be used to identify the needs for health monitoring.

Note: Training records are maintained in HRMS system via Pulse (online learning management system) and is not required to be recorded on the Local WHS Training Plan.

3.3.2 Local Training Plan

3.3.2.1 Development of University WHS Training Matrix

Responsible and Accountable Person	Actions Required
Manager, WHS and Senior WHS Consultant, Systems and Audit in consultation with Senior Training and Admin Manager	<input type="checkbox"/> In late September each year, meet and discuss the WHS Training Programs for the upcoming year <input type="checkbox"/> Draft the University WHS Training Matrix for the upcoming year <input type="checkbox"/> Consult with both management representatives and health and safety representatives on the draft University WHS Training Matrix via Director, Human Resources (3 week consultation period) <input type="checkbox"/> Collate feedback and provide the final draft to Director Human Resources for University WHS Committee approval in November.

Director, Human Resources	<input type="checkbox"/> In late November each year, publish the University WHS Training Matrix for the upcoming year via University Health and Safety Website
This can be delegated to Associate Director, WEG	<input type="checkbox"/> Distribute the published Training Matrix to a variety of stakeholders including all levels of management representatives and health and safety representatives
WEG WHS Consultants	<input type="checkbox"/> Provide mentoring and coaching to local areas on developing the WHS Local Training Plan

3.3.2.2 Development and implementation of Local WHS Training Plan

Responsible and Accountable Person	Actions Required
School Directors Service Division Directors This can be delegated to appropriate management positions, for example <i>Deputy Directors, School Managers, General Managers or Associate Directors or WHS Officers/Managers</i> but the Directors remain accountable and must have oversight of the process	<p>Within 2 weeks of receipt of the University WHS Training Matrix</p> <ul style="list-style-type: none"> <input type="checkbox"/> Allocate a position to draft and maintain the WHS Local Training Plan in accordance with the University Training Matrix <p>This position may be WHS Officers/Managers, Human Resources Managers or any other appropriate positions as delegated by the Directors. A student/visitor/affiliate is not appropriate for this task.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine, together with the allocated person and other management & worker representatives, the detailed positions under your control and input them in Column A of Appendix A WHS Local Training Plan Template. <p>Appendix A is provided as an excel spreadsheet.</p> <p>Ensure the positions listed are detailed enough to show the nature of the jobs. For example,</p> <ul style="list-style-type: none"> ➤ instead of "Professional – Technician", put "Professional, XXX Lab Technician" ➤ instead of "Academic", put "Academic, XXX Lab/Workshop (Task)" ➤ instead of "HDR students", put "HDR students, XXX Lab/Workshop" <ul style="list-style-type: none"> <input type="checkbox"/> On Row 1 of Appendix A, determine the Inductions, University WHSMS Training (Tier 1 Training) and Compliance Training (Tier 2 Training) Licensing and Health Monitoring requirements for the detailed positions listed in Column A. Remove irrelevant training. <p>Note the determination of Inductions (University and Local) and Tier 1 training requirements must be in accordance with the University WHS Training Matrix. The determination of High Risk Area Induction must be in line with whether the position will need to work in high risk areas.</p> <p>Note the determination of Tier 3 Training requirements must be in accordance with WHSMS Handbook Chapter 3.2 Induction, Training and Supervision requirements. Simply reading a Safe Work Procedure is not a Tier 3 Training.</p> <p>Note Refer to Appendix B for Tier 2 and Licensing requirements</p>



	<p>Note Health Monitoring requirements must be assigned in accordance with the requirement of WHSMS Handbook Chapter 3.7, 3.9 and 3.14 requirements.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine refresher training frequency. Refer to Appendix B for retraining frequency requirements. <input type="checkbox"/> Distribute the draft Local Training Plan to all workers under your control for consultation (3 weeks) and publish the final copy. <p>The above process only needs to be completed when developing the initial WHS Local Training Plan. Once established, the plan can be reviewed each year on its relevance to WHSMS Handbook, University WHS Training Matrix and local training requirements.</p>
Position allocated to maintain WHS Local Training Plan	<ul style="list-style-type: none"> <input type="checkbox"/> After the Directors or delegates have determined the detailed positions, relevant training and refresher frequency, draft the WHS Local Training Plan (follow instruction and color coding in Appendix A) <input type="checkbox"/> In Schools/Services Divisions which are high risk and complex with the involvement of identifying individuals' particular WHS training, the local areas may decide to include individual names under each detailed position. <input type="checkbox"/> Ensure defined mandatory Tier 2 training are included on School/Division Induction <input type="checkbox"/> Ensure Tier 3 training and health monitoring requirements are provided as an option on Tier 3 High Risk Area Induction (refer to Appendix C WHSMS Handbook Chapter 3.2 WHS Induction, Training and Supervision)
Inductor for Tier 2 School/Service Division level Induction	<ul style="list-style-type: none"> <input type="checkbox"/> Enrol workers or HDR students (or direct them to self-enrol) into the course for the training identified and agreed during School/Division Induction
Local WHS Committee members	<ul style="list-style-type: none"> <input type="checkbox"/> Actively participate in the consultation process of the Local WHS Plan <input type="checkbox"/> Encourage local workers to participate in the consultation process
Supervisors of High Risk Areas This may be delegated to a senior position within the supervisor's group	<ul style="list-style-type: none"> <input type="checkbox"/> During High Risk Area Induction <ul style="list-style-type: none"> ➤ Identify and provide mandatory Tier 3 Work Safely Proficiency Training for workers and HDR students working in your high risk area, as well as refresher frequencies. Refer to Chapter 3.2 for detailed instructions on Tier 3 training and record management. ➤ Identify health monitoring requirements for the particular worker or HDR student. Refer to Chapter 3.7, 3.9 and 3.14 for detailed information on how to identify appropriate health monitoring requirements <input type="checkbox"/> Identify mandatory Tier 3 training opportunities for needs identified and agreed during High Risk Area Induction;

	<input type="checkbox"/> Provide workers or HDR students information regarding contact person in your area on health monitoring.
Workers and HDR students	<input type="checkbox"/> Participate in WHS training as a priority. The University actively monitors WHS training for workers and HDR students and will notify their supervisors should identified WHS training not be completed

3.3.2.2 Monitor and Review of WHS Local Training Plan

Responsible and Accountable Person	Actions Required
Position allocated to maintain WHS Local Training Plan	<input type="checkbox"/> Monitor the completion of training <u>monthly</u> via Insight Report to identify who has not completed training. <input type="checkbox"/> Then conduct a <u>quarterly</u> gap analysis of workers and HDR students completing their mandatory training in your areas in accordance with Local Training Plan. <ul style="list-style-type: none"> ➤ This can be achieved by using Insight report functions which will provide a report for all staff and HDR students, their enrolled training and completion as well as refresher due. ➤ Review this report against the Local Training Plan. <input type="checkbox"/> Identify people who should have training allocated to them but do not appear on the list and enrol them; and <input type="checkbox"/> Notify (either email or face-to-face discussion) people who did not complete their identified training to complete them within 4 weeks of the email. Also notify their supervisors. <input type="checkbox"/> Check in 4 weeks from the notification on whether these people complete the training. If not, a corrective action must be assigned to their supervisor to address the training deficiency within 2 weeks. <input type="checkbox"/> If the action is not completed within 2 weeks, notify the Directors to follow up to ensure training is completed. <input type="checkbox"/> Continuously monitor the training completion to aim for 100% completion across all training. <input type="checkbox"/> During the monitoring, if a refresher is required for particular individual/s, notify them to complete the refresher.
Supervisors This may be delegated to the most senior staff in the supervisor's group but the supervisors remain accountable for this responsibility	<input type="checkbox"/> Discuss with your workers or supervisors the importance of completing WHS training as a priority <input type="checkbox"/> After receiving a notification of workers/HDR students not completing their identified training, work closely with the worker/HDR student to finish the training within 4 weeks <input type="checkbox"/> If a corrective action is assigned to the supervisor, address the training deficiency within 2 weeks. This may involve temporarily suspending the worker/HDR students from their current tasks until the WHS training is completed OR reducing their current load to complete the WHS training. However, this statement is

	not a prescriptive requirement as long as the training deficiency can be addressed within 2 weeks.
Workers HDR students	<input type="checkbox"/> Complete the identified WHS training as priority. <input type="checkbox"/> After receiving a notification of missed training, complete them within 4 weeks. If the training is not on offer within 4 weeks, advise your supervisor and complete the earliest possible.
School Directors Service Division Directors	<input type="checkbox"/> Monitor the Local WHS Training Plan progression and training completion rate every quarter in the Local WHS Committee or any other management committees if no local WHS committee exists or the directors are not a member of the Local WHS Committee. <input type="checkbox"/> Report on the performance of the WHS Local Training Plan in the Quarterly Due Diligence Report and Traffic Light Status Report with assistance from the person delegated to maintain the Local Training Plan. <input type="checkbox"/> Develop strategies and assign corrective actions to yourself to address significant training deficiencies within the quarter. <input type="checkbox"/> Treat the training identified in the University WHS Plan and Local WHS Plan as top priority to address if deficiencies are observed. <input type="checkbox"/> Review the Local Training Plan annually on its relevance to the University WHS Training Matrix and/or local training needs.
Local WHS Committee members	<input type="checkbox"/> Promote WHS training to workers in your area of representation to ensure mandatory safety training is completed in a timely manner. This is to help to ensure workers/HDR students can safely perform their tasks.

3.3.3 Record Management

Record needed	Where to Archive	Frequency to Archive	How long to keep
WHS Local Training Plan And Training Report from Insight	Shared drive Folder - Element 3 - 3.3	Monthly (WHS Officer monitoring)	10 years
WHS Local Training Plan And Training Report from Insight	Shared drive Folder - Element 3 - 3.3	Quarterly (Director monitoring)	10 years

Final Local Training Plan of a calendar year	ERMS: ANU – Human Resources – WHS – Element 3 – 3.3	Annually	10 years from the date of entry
Final training report from insight of a calendar year	Also Shared Drive Folder: WHSMS - Element 3 - 3.3		50 years after creation
Consultation emails on the WHS Local Training Plan	ERMS: ANU – Human Resources – WHS – Element 3 – 3.3 - Consultation Shared Drive Folder: WHSMS - Element 3 - 3.3 - Consultation	Annually	10 years
Corrective Actions arising from WHS Local Training Plan monitoring	Figtree	Ongoing	10 years
Corrective action completion evidence in relation to meeting WHS Local Training Plan	Figtree corrective actions entry	Ongoing	10 years

3.3.4 Definitions

High Risk Areas mean areas that are inherently high or extreme risk. This normally includes wet laboratories, radiation facilities, workshops, clinics, plant rooms, confined spaces and other areas.

Local areas mean Schools, Colleges and Service Divisions of ANU.

Supervisors for the purpose of this chapter mean employees of ANU who have supervisory responsibilities. This include line managers and academic supervisors.

Workers mean staff, visitors, volunteers, titleholders, affiliates, labour hiring workers and contractors of ANU. HDR students may be ANU workers depending on their role but they are covered under the scope of this chapter.

3.3.5 Performance Measures

The University will use the performance measures listed below to assist in identifying areas of success and/or where corrective action is required to meet the objectives and targets of this process.



The level of compliance with the chapter and effectiveness will be determined during the internal audit process in turn to determine the compliance with WHSMS. Local areas can use below as a guide to improve compliance

References	Performance Measures	Objective Evidence	Frequency	Indication of Success
Objective 3.3.1.1 a)	% of University identified mandatory training are also mandatory in WHS Local Training Plan	WHS Local Training Plan	In the first Traffic Light Status Report validation	100% = Success Otherwise corrective actions
Objective 3.3.1.1 b)	% of detailed positions listed with mandatory training against them and indicated refresher frequency	WHS Local Training Plan	In the first Traffic Light Status Report validation or in scheduled audit three yearly	100% = Success Otherwise corrective actions
3.3.1.1 c) & d)	Sections of the Local Training Plan include Inductions, University WHSMS Training, Compliance Training, Work Safely Proficiency Training, Licensing requirements and Health Monitoring requirements	WHS Local Training Plan	In the first Traffic Light Status Report validation	Contain all specified sections = Success Otherwise corrective actions
3.3.1.1 e)	Locally engaged contractors' competency (qualification, induction licence or training is recorded in the Local Training Plan or through other channels)	Records of locally engaged contractors' qualification, induction, licence or training Dates of locally engaged contractors' qualification, induction, licence or training	Quarterly	100% = Yes Otherwise corrective actions
Objective 3.3.1.1 f)	Progress of Local Training Plan (ie training completion rate) is monitored by the person maintaining it at least quarterly Progress of Local Training Plan is monitored by School Directors or Service Division Directors each quarter and corrective	Archived Local Training Plan and associated reports Signed quarterly Local Training Plan Annually reviewed Local Training Plan Traffic Light Status Report discussed at Local/College/Service	Quarterly	100% = Success Otherwise corrective actions



	actions taken where relevant	Division WHS Committee (quarterly)		
	The Local Training Plan is reviewed annually by School Directors or Service Division Directors on its relevance	School/Service Division WHS Committee Minutes (quarterly) showing discussion and monitoring of the Local Training Plan		
		Corrective actions assigned to relevant worker or HDR student's supervisors should training is continuously missed or ignored		

3.3.5 Useful resources and links

University documents	<p>WHSMS Documents</p> <ul style="list-style-type: none">➤ Procedure: Work health and safety Training <p>Other relevant WHSMS Handbook Chapters</p> <ul style="list-style-type: none">➤ Chapter 3.1 Hazard Management➤ Chapter 3.2 WHS Inductions, Training and Supervision➤ Chapter 4.4 WHS Review and Reporting
NAT Tool Reference	<p>National Self Insurer WHS Audit Tool (NAT CTH)</p> <p>Standards 2.1.4, 3.3.1, 3.3.2, 3.3.3, 3.3.4, 3.3.5, 3.3.7, 3.3.8, 3.3.9, 3.3.10, 3.3.11, 4.2.1</p>
Legislation	<p>Work Health and Safety Act 2011</p> <p>Work Health and Safety Regulations 2011</p>



Appendix A WHS Local Training Plan Template

[Click Here to Access Local Training Plan Template](#)

Appendix B. Reference to University required and legislatively prescribed WHS training

Note this Appendix is created to help local areas to familiarise with university and legislatively required training, their refresher frequency and links. This Appendix only covers Inductions, Tier 1 and 2 Training as a guide only and is not exhaustive in nature. Local areas must also consider if any other specifically required training that needs to be offered to workers, relevant to their nature of work in the local area or with specific hazards and risks.

Training	Reference	Refresher Frequency (Years)
Inductions		
University WHS Induction	WHSMS Handbook Chapter 3.2 WHS Induction, Training and Supervision	Nil
Local WHS Induction	WHSMS Handbook Chapter 3.2 WHS Induction, Training and Supervision	Nil
High Risk Area WHS Induction	WHSMS Handbook Chapter 3.2 WHS Induction, Training and Supervision	Nil but receive a new one for every new high risk area to be worked in
Tier 1 Training - University WHSMS		
WHSMS and Due Diligence for Officers	National Audit Tool 3.2.1 Mandatory for all levels of management including School Directors or their Deputies, College Deans, School Managers, General Managers, Service Division Directors, Senior Management Group (SMG) WHSMS Handbook Chapter 3.2 WHS Induction, Training and Supervision	Nil
WHSMS for Managers and Supervisors	WHSMS Handbook Chapter 3.2 WHS Induction, Training and Supervision	3
WHS for Workers and HDR Students	WHSMS Handbook Chapter 3.2 WHS Induction, Training and Supervision	Nil

Tier 2 Training - Compliance Training (Legislatively prescribed)		
Abrasive Blasting, associated devices and PPE	Work Health and Safety (Abrasive Blasting) Code of Practice 2015 Section 2.4	Depends on local needs
ANU WHS Risk Management	WHSMS Handbook Chapter 3.1 Hazard Management	5
Asbestos <ul style="list-style-type: none"> ➤ ANU Asbestos Training (Pulse) ➤ Asbestos removal licence – only applicable to contractors who need to remove asbestos. Local areas must use a licenced Facility & Services contractor for asbestos removal works. 	Work Health and Safety (Asbestos) Code of Practice 2015 Section 6.3	3
Confined Space Training, associated PPE and Entry Permit, for <ul style="list-style-type: none"> ➤ persons enter the confined space ➤ persons work in confined space ➤ stand-by and rescuing person ➤ Entry permit and Permit-to-work issuer 	WHS Regulations 2011 (Clth) Part 4.3 Section 76 Work Health and Safety (Confined Space) Code of Practice 2015 Section 5.10 AS/NZS 2865 Confined Spaces Procedure: Confined Space Safety ANUP_000588 WHSMS Handbook Chapter 3.16 Confined Space Safety Management	2 Training record must also be kept for 2 years
Diving Activities Detailed requirements see WHSMS Handbook Chapter 3.21 Diving Safety Management	WHS Regulations 2011 (Clth) <ul style="list-style-type: none"> ➤ Part 4.8 Section 171 -175 <ul style="list-style-type: none"> • 171 – General diving work – general qualifications • 171A – General diving work – additional knowledge and skills • 172 – Incidental diving work • 173 – Limited scientific diving work • 174 – Person supervising general diving work 	Recertification every 5 years



	<ul style="list-style-type: none"> 175 – Evidence of competence <p>AS/NZS 4005.2:2000 Training and certification of recreational divers</p> <p>AS/NZS 2815 Training and certification of occupational divers</p> <p>WHSMS Handbook Chapter 3.18 Diving Safety Management</p>	
<p>Electrical Safety</p> <ul style="list-style-type: none"> ➤ Electrical Appliances Testing ➤ Electrical Appliances Testing - Refresher ➤ Electrical Design Standards Forum ➤ Electrical Safety & Low Voltage Rescue 	<p>Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015</p>	As required
Emergency Plan Implementation Training	<p>WHS Regulations 2011 (Clth) Part 3.2 Section 43 (1) (c) information, training and instruction to relevant workers in relation to implementing the emergency procedures.</p>	N/A
<p>Emergency Control Organisation</p> <ul style="list-style-type: none"> ➤ Warden Training ➤ Warden and Extinguisher ➤ Emergency drill <p>Link: https://services.anu.edu.au/training/fire-safety-training</p>	<p>AS 3745 "Planning for emergencies in facilities"</p>	<p>1</p> <p>Emergency Drill in accordance with local area needs</p>
<p>First Aid</p> <ul style="list-style-type: none"> ➤ Senior first aid ➤ Senior first aid (refresher) ➤ Provide advanced first aid 	<p>WHS Regulations 2011 (Clth) Part 3.2 Section 42 (2) (a) an adequate number of workers are trained to administer first aid at the workplace</p> <p>WHSMS Handbook Chapter 3.4 First Aid</p>	<p>3</p> <p>CPR 1</p>



<ul style="list-style-type: none"> ➤ Provide advanced first aid (refresher) ➤ Remote first aid ➤ Cardiopulmonary Resuscitation (CPR) ➤ Mental first aid ➤ Occupational First Aiders <p>The requirement number of first aid officers in a building/level should be determined by the annual first aid assessment process. Refer to WHSMS Handbook Chapter 3.4 First Aid</p>		
Firearms Licence and Training	Firearms Regulation 2008 (ACT) Part 3 - 8	Licence expiry (5 years or two years)
Hazardous Chemicals <ul style="list-style-type: none"> ➤ Chemical Safety ➤ Compressed Gas and Cryogenics ➤ Corrosives Safety ➤ Flammable Liquids ➤ HAZMAT Response Training ➤ Introduction to GHS 	Work Health and Safety Regulations 2011 (Clth) Chapter 7 Part 7.1 Division 7 Section 379 Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015 Section 4.4	3
Hazardous Manual Tasks <ul style="list-style-type: none"> ➤ Manual Task Risk Assessment ➤ Office Ergonomics Essentials ➤ OSLO Training Module 	Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015 Section 4.6 and 4.10	3
Health and Safety Representatives	Work Health and Safety Act 2011 (Clth) Section 72 Work Health and Safety Regulations 2011 (Clth) Section 21	Initial training then training once per year Valid for 3 years
High risk work licence	Work Health and Safety Act 2011 (Clth) Section 43	5

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<p>High risk works includes the following categories</p> <ul style="list-style-type: none"> ➤ Scaffolding work ➤ Dogging and rigging work ➤ Crane and hoist operation ➤ Reach stackers ➤ Forklift operation ➤ Pressure equipment operation 	<p>Work Health and Safety Regulations 2011 (Clth) Section 81, Schedule 3 and 4</p>	
<p>Height Safety – Working at Height</p> <ul style="list-style-type: none"> ➤ Safe Working at Height - Initial ➤ Safe Working at Heights - Refresher 	<p>Work Health and Safety Regulations 2011 (Clth) Section 79</p> <p>Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015</p>	2
Noise Management	<p>Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015 Section 5.8</p>	N/A
Hearing Protection Equipment	<p>Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015 Section 5.6</p>	N/A unless new types of hearing protection are introduced
<p>Personal Protective Equipment</p> <p>Note: This is not an RTO training but a training in local areas. Supervisors or persons, who direct the worker/HDR students to wear PPE, must provide training to their workers who need to wear PPE as a control measure on</p> <ul style="list-style-type: none"> ➤ Proper fit, use and wearing of personal protective equipment 	<p>Work Health and Safety Regulations 2011 (Clth) Section 44</p> <p>WHSMS Handbook Chapter 3.2 WHS Induction, Training and Supervision</p>	N/A

<ul style="list-style-type: none"> ➤ storage and maintenance of personal protective equipment <p>This is to be done during the High Risk Area WHS Induction (record on the template) and during any other time where a worker/HDR student is required to wear PPE that they have not been trained previously (record by local areas and must be retrievable during audit).</p>		
<p>Radiation</p> <ul style="list-style-type: none"> ➤ Ionising radiation safety – machines ➤ Ionising radiation safety ➤ Laser Safety 		5
Tier 2 Training - Compliance Training (University required)		
Biological Safety	<p>WHSMS Handbook Chapter 3.8 Biological Safety</p> <p>All workers and HDR students who need to work with biological materials</p>	3
Figtree incident and hazard reporting tool (Pulse)	Mandatory for all workers and HDR students	3
Isolation Danger Tagging/Lockout Tagging	Procedure: Isolation and danger tagging ANUP_000571	3
WHS and Fieldwork Safety	Mandatory for all workers and HDR students who need to work away from campus (not including working from home)	3
WHS Committee Member Training	<p>Procedure: Work health and safety committees and representatives ANUP_015808</p> <p>Mandatory for all members of the Local WHS Committee</p>	3
Workshop and Trade Safety		3